



## Employment Opportunity Caregiver Relief Support Worker

Treaty 8 Urban Child and Family Services Office (UCFS) is seeking a dynamic and energetic individual to fill the position as a Caregiver Relief Support Worker reporting to the Caregiver Relief Manager. The Caregiver Relief Support Worker empowers and supports Treaty 8 families and children in these circumstances to maximize their quality of life and reduce their stress, by helping them to access a range of flexible caregiver relief options. This role also involves developing and maintaining internal and external relationships and supporting the Treaty 8 Urban Child and Family Services programs and services to achieve the organization's strategic goals.

This is full time position with a flexible schedule of 37.5 hours per week including evenings, weekends, and some statutory holidays.

### Responsibilities:

- Recruit individuals and families in Treaty 8 Territory to provide caregiver relief care
- Assist Treaty 8 families through the referral and assessment process.
- Advise Treaty 8 families of all caregiver relief service options and coordinate caregiver relief for approved referrals.
- Assist in matching Treaty 8 families with appropriate respite caregiver(s) if they do not have their own respite caregiver.
- Work collaboratively with Treaty 8 families to develop caregiver relief service plans, to define their goals and encourage feedback on how they would like to shape their service.
- Ensure the caregiver relief services operate within the family's available funding.
- Promote awareness and connect families to the Treaty 8 Urban CFS Office family wellness resource programs and local resources in the area.
- Maintain appropriate records and collect and prepare relevant statistical data for required reporting and measuring outcomes pertaining to the program.
- Travel to various communities as needed and work flexible hours.
- Provide weekly briefings and monthly reports to the manager regarding the development and progress of the Caregiver Relief Program.
- Work in a self-motivated/independent manner while at the same time taking direction well and contributing as a team member.
- Other duties as required

### Qualifications:

- Degree in Human Services or a Diploma in Human Services with two years related experience working with children, youth, and families.
- Working knowledge of Microsoft Office Suite, including Teams, Office, Excel, Power Point and Outlook
- Must have a Valid class 5 driver's license, reliable transportation with \$2 million liability insurance, Driver's Abstract **(Must be included with job application)**.
- Satisfactory Criminal Record Check including Vulnerable Sector and Child Intervention (Welfare) Check- current within three months. **(Must be included with job application)**
- Knowledge & understanding of Treaty 8 First Nations community, culture and language will be an asset.

**Open until suitable candidate found:**

**Interested applicants can submit cover letter and resume to:**

**houlec@treaty8ucfs.ca**

**Attention: Human Resources**

**Phone Number: 780 784-3663**

*Please include the title of the position you are applying to in the subject line.*

**WE THANK YOU FOR YOUR INTEREST!**

**Only applicants selected for an interview will be contacted.**

*For Indigenous peoples to protect our cultures, languages and traditions the Nation of Treaty 8 asserts the belief "children are gifts from the Creator", it is our responsibility to ensure our Indigenous cultures and teachings are passed/taught to our children who will continue the teachings of future generations.*